

**Exhibit 5-I Sample Indirect Cost Rate Proposal****Local Agency name**  
**Indirect Cost Plan**

The indirect cost rate contained herein is for use on grants, contracts and other agreements with the Federal Government and California Department of Transportation (Caltrans), subject to the conditions in Section II. This plan was prepared by the *Local Agency name* and approved by Caltrans.

**SECTION I: Rates**

<b><u>Rate Type</u></b>	<b><u>Effective Period</u></b>	<b><u>Rate*</u></b>	<b><u>Applicable To</u></b>
Fixed with carry forward	7/1/96 to 6/30/97	40.49%	All Programs
*Base: Total Direct Salaries and Wages plus fringe benefits			

**SECTION II: General Provisions****A. Limitations:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government or Caltrans. In such situations the rate(s) would be subject to renegotiations at the discretion of the Federal Government or Caltrans; (5) Prior actual costs used in the calculation of the approved rate are contained in the grantee's Single Audit, which was prepared in accordance with OMB Circular A-133. If a Single Audit is not required to be performed, then audited financial statements should be used to support the prior actual costs; and, (6) The estimated costs used in the calculation of the approved rate are from the grantee's approved budget in effect at the time of approval of this plan.

**B. Accounting Changes:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs, which affect the amount of reimbursement resulting from the use of this Agreement, require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowance.

**C. Fixed Rate with Carry Forward:**

The fixed rate used in this Agreement is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined either by the grantee's Single Audit or if a Single Audit is not required, then by the grantee's audited financial statements any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan.

**D. Audit Adjustments:**

Immaterial adjustments resulting from the audit of information contained in this plan shall be compensated for in the subsequent indirect cost plan approved after the date of the audit adjustment. Material audit adjustments will require reimbursement from the grantee.

**E. Use by Other Federal Agencies:**

Authority to approve this agreement by Caltrans has been delegated by the Federal Highway Administration, California Division. The purpose of this approval is to permit subject local government to bill indirect costs to Title 23 funded projects administered by the Federal Department of Transportation (DOT). This approval does not apply to any grants, contracts, projects, or programs for which DOT is not the cognizant federal agency. The approval will also be used by Caltrans in state-only funded projects.

**F. Other:**

If any federal contract, grant, or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

**G. Rate Calculation**

FY 1997 Budgeted Indirect Costs		\$3,168,447
Carry Forward from FY 1995		(441,989)
Estimated FY 1997 Indirect Costs		\$2,726,458
FY 1997 Budgeted Direct Salaries and Wages plus fringe benefits		\$6,732,880
FY 1997 Indirect Cost Rate		40.49%

**CERTIFICATION OF INDIRECT COSTS**

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish billing or final indirect costs rates for fiscal year 1997 (July 1, 1996 to June 30, 1997) are allowable in accordance with the requirements of the federal and state award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to federal and state awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated, as indirect costs have not been

claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government and Caltrans will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Reviewed, Approved and Submitted by:

Prepared by:

Name of Official: \_\_\_\_\_

Name of Official: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

Phone: \_\_\_\_\_

#### INDIRECT COST RATE APPROVAL

The State DOT has reviewed this indirect cost plan and hereby approves the plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Reviewed and Approved by:  
(Name of Audit Manager)

Reviewed and Approved by:  
(Name of auditor)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*Local Agency Name*  
**CARRY FORWARD CALCULATION**

	FY 1994	FY 1995	FY 1996		FY 1997
APPROVED RATE	43.33%	50.10%	51.47%	Approved Rate (Indirect Costs/ Direct S&W+FB)	40.49%
<b>INDIRECT CARRY FORWARD</b>					
Carry Forward	(99,748)	(16,796)	20,794	Carry Forward	(441,989)
Indirect Costs from Single Audit	<u>2,400,168</u>	<u>2,439,166</u>		Estimated Indirect Costs (From FY97 Budget)	<u>3,168,447</u>
				Totals Estimated Indirect Costs	<u>2,726,458</u>
Total Indirect Costs	2,300,384	2,422,370			
Recovered Costs				Estimated Direct S&W +FB (From FY 97 Budget)	<u>6,732,880</u>
Direct Salaries & Wages +Fringe Benefits	5,260,998	5,717,283			
(* Approved Rate)	43.33%	50.10%			
Total Recovered Indirect Costs	2,279,590	2,864,359			
Indirect Carry Forward	20,794	(441,989)			
<b>DIRECT SALARIES &amp; WAGES + FRINGE BENEFITS (Per Single-Audit)</b>					
General Fund-S&W+FB	5,260,998	5,717,283			
Special Revenue Fund-S&W_FB	N/A	N/A			
Internal Service Fund-S&W+FB	<u>N/A</u>	<u>N/A</u>			
Total Direct Salaries & Wages + Fringe Benefits	5,260,998	5,717,283			

Local Agency Name FY 1997 BUDGET			
	DIRECT COSTS	INDIRECT COSTS	UNALLOWED COSTS
			TOTAL BUDGET
Salaries	5,034,970	1,214,698	6,249,668
Fringe Benefits	<u>1,697,910</u>	<u>417,485</u>	<u>2,115,395</u>
Total	6,732,880	1,632,183	8,365,063
DIRECT COSTS	11,037,468		11,037,468
INDIRECT COSTS			
Printing		150,300	150,300
Computer Services		102,700	102,700
Conference & Training		104,475	104,475
Auto Expense		8,889	8,889
Travel / Local Mileage		45,000	45,000
Transit Tickets		1,050	1,050
Meeting Room Rentals		5,250	5,250
Office Supplies		46,620	46,620
Equipment Rental		6,217	6,217
Equipment Maintenance & Repair		16,370	16,370
Mailing & Postage		147,814	147,814
Communications		95,550	95,550
Insurance		64,279	64,279
Subscriptions / Library		29,400	29,400
Personnel Recruitment		26,250	26,250
Public Hearings		22,050	22,050
County Auditor		10,000	10,000
Law Library		17,850	17,850
Parking		22,050	22,050
Other Maintenance		26,250	26,250
Janitorial Services		32,970	32,970
Clippings/Newswire Services		13,125	13,125
Utilities		94,500	94,500
Storage Rental		8,295	8,295
Advertisement / Legal Notices		9,450	9,450
Advisory Committees		16,500	16,500
Miscellaneous Expense		7,560	7,560
Equipment less than \$300		20,000	20,000
Independent Audit Fees		62,000	62,000
Memberships		39,900	39,900
Special Events		24,150	24,150
ADA Special Services		<u>9,450</u>	<u>9,450</u>
Subtotal	<u>11,037,468</u>	<u>1,286,264</u>	<u>12,323,732</u>
TOTAL BUDGET	17,770,348	2,918,447	<u>\$ 20,688,795</u>
Depreciation		<u>250,000</u>	
TOTAL INDIRECT COSTS		<u>\$ 3,168,447</u> *	

\* For the sake of simplicity, this sample does not include any central service costs carried forward from a Central Service Cost Allocation Plan. See ASMB C-10 for a sample Indirect Cost Rate Proposal which includes central service costs and a sample Central Service Cost Allocation Plan.

*Local Agency Name*

COMBINED STATEMENTS OF REVENUES, EXPENSES  
AND CHANGES IN FUND BALANCE  
FOR THE FISCAL YEAR ENDED JUNE 30, 1995

	FY1995
REVENUES	
Sales Taxes under Transportation Development Act:	
Planning	\$ 5,312,475
Administration	885,410
Grants:	
Federal Highway Administration	4,926,640
Federal Transit Administration	750,631
Federal Aviation Administration	510
State Department of Transportation	682,542
Project revenues from state and local agencies	2,813,359
Interest	349,160
Other	863,414
Total Revenues	16,584,141
EXPENSES:	
Operating:	
Salaries and benefits	7,082,555
Travel	243,331
Printing and reproduction	170,641
Professional fees	2,784,847
Computer charges	54,000
Overhead	1,482,291
Contributions to other agencies	1,044,402
Other	930,155
Total Expenses	13,792,222
EXCESS OF REVENUES OVER EXPENSES	2,791,919
FUND BALANCE, Beginning of Year	8,996,570
FUND BALANCE, End of year	\$ 11,788,489
** Total Indirect Costs	2,847,563
Less Indirect Salaries	1,365,272
Overhead	1,482,291

Local Agency Name

SUPPLEMENTAL SCHEDULE OF OVERHEAD AND SALARIES AND BENEFITS EXPENSE  
FOR THE FISCAL YEAR ENDED JUNE 30, 1995

	Direct Costs	Indirect Costs	Total Costs
Salaries	4,275,487	1,016,059	5,291,546
Benefits	<u>1,441,796</u>	<u>349,213</u>	<u>1,791,009</u>
Total salaries and benefits	\$ 5,717,283	1,365,272	\$ 7,082,555
REIMBURSABLE OVERHEAD			
Printing / reprographics		16,124	
Computer Services		89,306	
Conference & Training		63,625	
Auto Expense		6,328	
Travel / Local Mileage		2,280	
Transit Tickets		680	
Meeting Room Rentals		1,280	
Office Supplies		54,469	
Equipment Rental		2,147	
Equipment Maintenance & Repair		4,063	
Mailing & Postage		76,610	
Communications		89,868	
Insurance		45,990	
Subscriptions		16,915	
Library Acquisitions		11,950	
Personnel Recruitment		7,052	
Public Hearings		9,338	
County Auditor		7,488	
Press clippings		1,653	
Law Library		15,251	
Parking		13,934	
Legislative analysis services / supplies		2,230	
Other Maintenance		30,974	
Janitorial Services		29,892	
Newswire Services		1,212	
Utilities		85,404	
Storage Rental		8,197	
Advertisement / Legal Notices		5,980	
Advisory Services		5,676	
ADA Services		2,238	
Miscellaneous Expense		2,235	
Elderly and handicapped		3,776	
Audio reproduction / supply		2,068	
Equipment less than \$300		10,634	
Independent Audit Fees		44,800	
Memberships		<u>27,536</u>	
Total Indirect G & A Costs		799,203	
Depreciation		<u>274,691</u>	
Total Overhead before carry forward		2,439,166	
Over (under) absorbed for FY 1995**		425,193	
carry forward (from FY 1993)		<u>(16,796)</u>	
Total Indirect Costs		<u>\$ 2,847,563</u>	
Direct Salaries & Wages plus Fringe Benefits	5,717,283		
Approved FY 1995 IC Rate		<u>50.10%</u>	
Indirect Costs Recovered		2,864,359	
Actual Indirect Costs		<u>2,439,166</u>	
**Over absorbed costs		425,193	

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